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 Resident Agent in Charge, PO Drawer 189, Lukeville, AZ 85341.  
 Resident Agent in Charge, 1701 West Business 83, Suite 508, McAllen, TX 78501.  
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 Resident Agent in Charge, 4550 75th Street, Port Arthur, TX 77642.  
 Resident Agent in Charge, PO Drawer H, Presidio, TX 79845.  
 Resident Agent in Charge, 1802 NE Loop 410, Suite 302, San Antonio, TX 78217.  
 Resident Agent in Charge, PO Box 458, Sells, AZ 85634.  
 Special Agent in Charge, 555 East River Road, Tucson, AZ 85704.  
 Resident Agent in Charge, PO Box 5757, Yuma, AZ 85364.  
 Assistant Regional Commissioner (Enforcement), Pacific Region, PO Box 1309 MPO, Los Angeles, CA 90053 (Pacific).  
 Resident Agent in Charge, PO Box 100199, Anchorage, AK 99501.  
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 Resident Agent in Charge, PO Box 1360, Blaine, WA 98230.  
 Resident Agent in Charge (Calexico) 1681 West Main Street, Suite 306, El Centro, CA 92243.  
 Resident Agent in Charge, PO Box 209, Coos Bay, OR 97420.  
 Resident Agent in Charge, PO Box 465, Eureka, CA 95502.  
 Resident Agent in Charge, PO Box 12465, Fresno, CA 93778.  
 Resident Agent in Charge (Guam), PO Box 2508, Agana, Guam 96910.  
 Resident Agent in Charge, (LAX), 222 North Sepulveda Boulevard, Suite 200, El Segundo, CA 90245.  
 Resident Agent in Charge, PO Box 329, Oceanside, CA 92054.  
 Resident Agent in Charge (Orange County), 15941 Red Hill Avenue, Suite 200, Tustin, CA 92680.  
 Resident Agent in Charge, PO Box 6155, Oxnard, CA 93031.  
 Resident Agent in Charge, Federal Office Building, 138 West First Street, Room 216, Port Angeles, WA 98352.  
 Resident Agent in Charge, PO Box 2841, Portland, OR 97208.  
 Resident Agent in Charge, 1755 E. Plumb Lane, Airport Plaza, Suite 229, Reno, NV 89502.  
 Resident Agent in Charge, PO Box 214666, Sacramento, CA 95821.

Special Agent in Charge, 401 West A Street, Suite 305, San Diego, CA 90101.  
 Special Agent in Charge, 1700 Montgomery Street, Suite 445, San Francisco, CA 94111.  
 Resident Agent in Charge (SFO), San Francisco International Airport, P. O. Box 251747, San Francisco, CA 94128.  
 Resident Agent in Charge, Courthouse and Federal Building, 280 South First Street, Suite 190, San Jose, CA 95113.  
 Resident Agent in Charge, 406 Virginia Avenue, San Ysidro, CA 92073.  
 Special Agent in Charge, Federal Office Building, 909 First Avenue, Room 4100, Seattle, WA 98174.  
 Resident Agent in Charge, West 904 Riverside, Room 332, Spokane, WA 92210.  
 Assistant Regional Commissioner (Enforcement) North Central Region, 55 East Monroe Street, Suite 1501, Chicago, IL 60603 (North Central).  
 Special Agent in Charge, 610 South Canal Street, Room 851, Chicago, IL 60607.  
 Resident Agent in Charge (Cincinnati) Suite 200, 207 Grandview Drive, Fort Mitchell, KY 41017.  
 Special Agent in Charge (Cleveland) Commerce Place, 7123 Pearl Road, Room 305, Middleburg Heights, OH 44130.  
 Resident Agent in Charge, 78 E. Chestnut Street, Room 411, Columbus, OH 42315.  
 Special Agent in Charge, PO Drawer 3609, Denver, CO 80294.  
 Special Agent in Charge, McNamara Federal Building, 477 Michigan Avenue, Room 350, Detroit, MI 48226.  
 Resident Agent in Charge, PO Box 791, Great Falls, MT 59403.  
 Resident Agent in Charge, PO Box 51366, Indianapolis, IN 46251.  
 Resident Agent in Charge, 2701 Rockcreek Parkway, Suite 206, North Kansas City, MO 64117.  
 Resident Agent in Charge, PO Box 92847, Milwaukee, WI 53202.  
 Special Agent in Charge, Federal Office Building, 212 Third Avenue South, Room 154, Minneapolis, MN 55401.  
 Resident Agent in Charge, PO Box 192, Pembina, ND 58271.  
 Resident Agent in Charge, 114 Market Street, Room 942, St. Louis, MO 63101.  
 Resident Agent in Charge, 1745 W. 1700 S, Room 1124, Salt Lake City, UT 84104.

**BILLING CODE: 4820-02-F**

## Federal Law Enforcement Training Center

### Treasury/FLETC .001

#### SYSTEM NAME:

FLETC Payroll/Personnel Records System—Treasury/FLETC.

#### SYSTEM LOCATION:

FLETC, Office of Administration, Building 94, Glynco, GA 31524. Systems are also located at other FLETC facilities. (See FLETC Appendix A for addresses.)

#### CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Present and former employees.

#### CATEGORIES OF RECORDS IN THE SYSTEM:

All payroll records including Standard Forms 50 and 52, time and attendance reports, leave status, health and life insurance requests, payroll deduction requests, employee training, performance evaluations, retirement records, medical/treatment/ injury records, and Equal Employment Opportunity and personnel records consisting of records other than those described and reported by the Office of Personnel Management on behalf of all agencies.

#### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, 5 U.S.C. 4101 et seq; Executive Order No. 11348, dated April 20, 1967, and Treasury Order 140-01, dated September 20, 1994.

#### ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Disclosure to the individual's parent agency and Federal regulatory agencies on a "need to know" basis which include the Department of Labor, Department of Health and Human Services, Merit Systems Protection Board, Federal and Labor Relations Authority, Equal Employment Opportunity Commission and the Office of Personnel Management concerning pay, leave, benefits, retirement deductions, and other information necessary for OPM to carry out its government-wide personnel management functions. These records and information in the records may be used to: (1) Disclose pertinent information to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violations of, or for enforcing or implementing, a statute, rule, regulation, order, or indication of a violation or potential violation of civil or criminal law or regulation; (2) disclose information to a Federal, State, or local agency, maintaining civil, criminal or other relevant enforcement information or other pertinent information, which has requested information relevant to or necessary to the requesting agency's or the bureau's hiring or retention of an individual or issuance of a security clearance, license, contract, grant, or other benefit; (3) disclose information to a court, magistrate, or administrative tribunal in the course of presenting evidence, including disclosures to opposing counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations, in response to a subpoena, or in connection with criminal law proceeding; (4) disclose information to foreign governments in accordance with

formal or informal international agreements; (5) provide information to a congressional office in response to an inquiry made at the request of the individual to whom the record pertains; (6) provide information to the news media in accordance with guidelines contained in 28 CFR 50.2 which relate to an agency's functions relating to civil and criminal proceedings; (7) provide information to unions recognized as exclusive bargaining representatives under the Civil Service Reform Act of 1978, 5 U.S.C. 7111 and 7114; (8) provide information to third parties during the course of an investigation to the extent necessary to obtain information pertinent to the investigation.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Paper files, microfiche and various electronic mediums. FLETC computers access the TIMIS payroll and personnel system.

**RETRIEVABILITY:**

Social Security Number, name, position, and/or organizational element.

**SAFEGUARDS:**

Physical security, personal access codes, and identification confirmations are all used to prevent unauthorized disclosure of records.

**RETENTION AND DISPOSAL:**

Disposition as prescribed by General Records Schedules 1 and 2 issued by the National Archives and Records Administration. For more information contact: Records Management Officer, FLETC, Building 94, Glynco, GA 31524.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Office of Administration, Building 94, FLETC, Glynco, GA 31524.

**NOTIFICATION PROCEDURE:**

The individual must provide full name, Social Security Number, and date of employment at the FLETC to the System Manager.

**RECORD ACCESS PROCEDURES:**

By written request to the System Manager.

**CONTESTING RECORD PROCEDURES:**

See "Record access" above.

**RECORD SOURCE CATEGORIES:**

The employee on whom the record is maintained, prior employers, client agencies and the FLETC.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**Treasury/FLETC .002**

**SYSTEM NAME:**

FLETC Trainee Records—Treasury/FLETC.

**SYSTEM LOCATION:**

FLETC, Office of Administration, Building 94, Glynco, GA 31524. Systems are also located at the FLETC facilities located in Artesia, NM and Tucson, AZ. (See FLETC appendix A for addresses.)

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Any person who officially attends a FLETC-sponsored Training Program, Symposium, or similar event.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Personal background information supplied by the trainee; grades and performance or conduct evaluations, advisory letters to parent agencies, class rosters/photographs and relevant health/physical conditioning.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Treasury Order 140-01, dated September 20, 1993, and Memorandum of Understanding for the Sponsorship and Operation of the Consolidated Federal Law Enforcement Training Center, dated September 30, 1970.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Disclosure upon request to the individual's parent agency, to a prospective Federal employer, and to other government officials involved in training or research. These records and information in the records may be used to: (1) Disclose to the Office of Personnel Management concerning pay, leave, benefits, retirement deductions, and other information necessary for OPM to carry out its government-wide personnel management functions; (2) disclose pertinent information to appropriate Federal, state, local or foreign agencies responsible for investigating or prosecuting the violations of, or for enforcing or implementing, a statute, rule, regulation, order, or license, where the disclosing agency becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation; (3) disclose information to a Federal, State, or local agency, maintaining civil, criminal or other relevant enforcement information or other pertinent information, which has requested information relevant to or necessary to the requesting agency's or the bureau's hiring or retention of an individual, or issuance of a security clearance, license, contract, grant, or

other benefit; (4) disclose information to a court, magistrate, or administrative tribunal in the course of presenting evidence, including disclosures to opposing counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations, in response to a subpoena, or in connection with criminal law proceedings; (5) disclose information to foreign governments in accordance with formal or informal international agreements; (6) provide information to a congressional office in response to an inquiry made at the request of the individual to whom the record pertains; (7) provide information to the news media in accordance with guidelines contained in 28 CFR 50.2 which relate to an agency's functions relating to civil and criminal proceedings; (8) provide information to unions recognized as exclusive bargaining representatives under the Civil Service Reform Act of 1978, 5 U.S.C. 7111 and 7114; (9) provide information to third parties during the course of an investigation to the extent necessary to obtain information pertinent to the investigation.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Disk, tape, and paper files.

**RETRIEVABILITY:**

Name, class number, and Social Security Number.

**SAFEGUARDS:**

Access to these systems of records will be controlled by software, hardware, and other physical security procedures. Software will be used to ensure, in all technically feasible ways, that data cannot be made available to unauthorized persons. User-identifiers and passwords will be used where feasible to protect the data. Physical security will protect all terminals, disks and tapes, and paper archives from access by unauthorized persons. Offices will be locked except when authorized persons are present. Warehoused paper records are secured, the building alarmed, and access controlled by the Records Management Officer.

**RETENTION AND DISPOSAL:**

All records are retained and disposed of in accordance with the General Records Schedule issued by the National Archives and Records Administration. For more information contact: Records Management Officer, FLETC, Building 94, Glynco, GA 31524.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Office of Administration,  
Building 94, FLETC, Glynco, GA 31524.

**NOTIFICATION PROCEDURE:**

The individual must provide full name, Social Security Number, date of birth, parent agency, type of course and approximate dates of attendance to the System Manager.

**RECORD ACCESS PROCEDURES:**

By formal letter to the System Manager.

**CONTESTING RECORDS PROCEDURES:**

See "Record access procedures" above.

**RECORD SOURCE CATEGORIES:**

The trainee himself and members of the staff responsible for the administrative processing and training of that individual.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**Treasury/FLETC .004****SYSTEM NAME:**

FLETC Administrative Records—  
Treasury/FLETC.

**SYSTEM LOCATION:**

FLETC, Office of Administration,  
Building 94, Glynco, GA 31524. Systems are also located at the FLETC facilities located in Artesia, NM and Tucson, AZ. (See FLETC appendix A for addresses.)

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Students, current employees, past employees, employees of client agencies, contractor employees, guests, and visiting personnel.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Access Control/ Identification, Vehicle Registration and Driver Violation, Equipment Control, Property Pass/Accountability, Lost and Found, Key Assignment, Safety and Occupational Health Program, Security Incident, Emergency Services, Administrative Inquiry, and Instructor Management records and Resource and Marketing Mailing Lists.

**AUTHORITY FOR THE MAINTENANCE OF THE SYSTEM:**

Treasury Order 140-01, dated September 20, 1994.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND PURPOSES OF SUCH USES:**

Disclosure to the contract employer, the individual's parent agency, and Federal regulatory agencies on a "need to know" basis. These records and

information in the records may be used to: (1) Disclose pertinent information to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violations of, or for enforcing or implementing, a statute, rule, regulation, order, or license, where the disclosing agency becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation; (2) disclose information to a Federal, State, or local agency, maintaining civil, criminal or other relevant enforcement information or other pertinent information, which has requested information relevant to or necessary to the requesting agency's or the bureau's hiring or retention of an individual, or issuance of a security clearance, license, contract, grant, or other benefit; (3) disclose information to a court, magistrate, or administrative tribunal in the course of presenting evidence, including disclosures to opposing counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations, in response to a subpoena, or in connection with criminal law proceedings; (4) disclose information to foreign governments in accordance with formal or informal international agreements; (5) provide information to a congressional office in response to an inquiry made at the request of the individual to whom the record pertains; (6) provide information to the news media in accordance with guidelines contained in 28 CFR 50.2 which relate to an agency's functions relating to civil and criminal proceedings; (7) provide information to unions recognized as exclusive bargaining representatives under the Civil Service Reform Act of 1978, 5 U.S.C. 7111 and 7114; (8) provide information to third parties during the course of an investigation to the extent necessary to obtain information pertinent to the investigation.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

Various electronic mediums and paper files.

**RETRIEVABILITY:**

Name, Social Security Number, employer, and/or organizational element.

**SAFEGUARDS:**

Physical security, personnel screening and computer passwords are all used to prevent unauthorized disclosure of records.

**RETENTION AND DISPOSAL:**

Disposition as prescribed by the General Records Schedules.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Office of Administration,  
Building 94, FLETC, Glynco, GA 31524.

**NOTIFICATION PROCEDURE:**

The individual must provide full name, social security number, and dates of duty at the Center to the System Manager.

**RECORD ACCESS PROCEDURES:**

By written request to the System Manager.

**CONTESTING RECORD PROCEDURES:**

See "Record access procedures" above.

**RECORD SOURCE CATEGORIES:**

The individual on whom the record is maintained, client agencies, employers, and the FLETC.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**FLETC Appendix A**

Federal Law Enforcement Training Center  
Glynco, GA 31524

Federal Law Enforcement Training Center  
Washington Office 650 Massachusetts  
Avenue, NW Washington, DC 20226

Federal Law Enforcement Training Center  
Artesia Facility 1300 W. Richey Avenue  
Artesia, NM 88210

Federal Law Enforcement Training Center  
Building 4310, 3rd Fl Davis-Monthan  
Air Force Base Tucson, AZ 85707

**BILLING CODE:** 4810-32-F

**Financial Management Service****Treasury/FMS .001****SYSTEM NAME:**

Administrative Records—Treasury/  
Financial Management Service.

**SYSTEM LOCATION:**

Financial Management Service, U.S.  
Department of the Treasury, Prince  
George Metro Center II, 3700 East-West  
Highway, Room 135, Hyattsville, MD  
20782. Also, please see appendix I.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Financial Management Service  
personnel.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

(1) Motor Vehicle Drivers Permits. (2) Motor Vehicle Accident Reports. (3) Parking Permits. (4) Distribution List of individuals requesting various Treasury publications. (5) Treasury Credentials.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301.